

Arizona Department of  
Administration  
General Services Division  
Office of Special Events

Solicitation and Special  
Events Handbook

October 2018

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## SECTION 1 SOLICITATION AND SPECIAL EVENTS PERMITS

### Who must apply?

Anyone who wants to host an assembly, demonstration, display, festival, parade, or rally that will be held on State property managed by Arizona Department of Administration General Services Division (ADOAGSD), must file a Solicitation and Special Events Permit Application with the Office of Special Events.

Contact the following for applications and information, and submit applications and fees to:

**Arizona Department of Administration – General Services Division**  
**Office of Special Events**  
**100 North 15<sup>th</sup> Avenue**  
**Phoenix, AZ 85007**  
**Phone: 602.542.0034**  
**Email: [eventreservations@azdoa.gov](mailto:eventreservations@azdoa.gov)**

### What is a Special Event?

A Special Event is an assembly, demonstration, display, festival, parade, or rally conducted by a person other than a ceremony, gathering, or press conference conducted by a person authorized by the head of a state agency using the agency's own office space. (A.A.C. R2-11-401)

### What is a Solicitation?

A Solicitation is an activity that can be interpreted as being for the promotion, sale, or transfer of products, services, memberships, or causes. Distribution or posting of advertising, circulars, flyers, handbills, leaflets, posters, or other printed information for these purposes is solicitation. (A.A.C. R2-11-301)

### What is a Solicitation Fair?

A Solicitation Fair is an organized solicitation on state property allowing multiple solicitation applicants under one permit at a designated time, place and manner established by ADOAGSD.

### What is the process?

A person shall not use ADOA state buildings or grounds for a special event without express written permission from the Director of the Department of Administration (“Director”) or the Director’s designee. Anyone who plans to host a Solicitation or Special Event (as defined above) must follow the procedures below. It should be noted that prior to issuance of a Solicitation and Special Events Permit, all steps listed below must be completed before your event will be approved. (A.A.C. R2-11-402)

*(1) Check for facility availability by phoning the Special Events Office at 602.542.0034*

Please note: Inquiries of availability does not guarantee that the date is reserved for your group.

## Booking Policy

*(2) If a facility is available, submit a Solicitation and Special Events Permit Application to the ADOA GSD Office of Special Events. Once the application is received in the Office of Special Events, the date requested will tentatively be held for your event. Applications are available online at <http://gsd.azdoa.gov/Applications.html>*

## Solicitation and Special Events Permit Application

- A. Any person who would like to conduct a Solicitation or Special Event on state property may apply for a permit by filing, either in person or by mail, the Solicitation and Special Events Permit Application with the Office of Special Events.
- B. Illegible and incomplete applications will not be accepted. A completed application form is one that is legible and contains, at a minimum, all of the following information:
  1. The name, address, and telephone number of the Applicant;
  2. The proposed date of the event and the approximate starting and concluding times;
  3. A general description of the event, including equipment and facilities to be used;
  4. The specific, proposed location for the event;
  5. Copies of any promotional materials to be used;
  6. Approximate number of persons expected to be in attendance;
  7. Names and services provided by Vendor(s)/Contractor(s);
  8. Entertainment List;
  9. The name, address, and telephone number of any chief monitor who will be designated to direct the event; and
  10. Site Map depicting layout of event; include vendor names and locations, route, road closures, portable toilets, tents/canopies, etc.

Applicant is required to provide a detailed description of the proposed event. It is imperative that the Applicant include all pertinent information. The questions on the application serve as a guide.

- All Solicitation and Special Events Permit Applications should be submitted at least 15 business days prior to an event or solicitation.
- The Director may accept a completed application form submitted less than two days before a press conference, if the Director determines that enforcing the two-day requirement would nullify the need for the press conference. In this situation, R2-11-404 does not apply.

*(1) Once a complete Solicitation and Special Events Permit Application is submitted by an Applicant, all appropriate ADOA departments and agencies must review and approve it. The Office of Special Events will forward copies of completed applications to the ADOA Director's Office for approval.*

*(2) Depending on an event's type, size, and particular features, the Office of Special Events may require an Applicant to apply for additional permits and licenses, and to submit event maps, proof of insurance, and other information before a Solicitation and Special Events Permit can be issued.*

*(3) Once all fees, maps, permits, licenses, certificates of insurance, and other required information are received and approved, a permit will be issued for the event.*

## Permit Issuance

- A. Before issuing a permit, the Director or designee shall review the application.
- B. Director or designee shall specify any requirements and/or additional insurance.
- C. After consideration of the factors below, the Director may issue a permit to an Applicant who has:
  - 1. Complied with the application requirements;
  - 2. Posted any required deposits;
  - 3. Obtained and received ADOA approval of required insurance; and
  - 4. Submitted evidence that any required medical, sanitary, and security services will be provided. Submission of a copy of the contract for these services will satisfy this requirement.
- D. The Director or designee may deny a permit for one or more of the following reasons:
  - 1. The event interferes with the work of an employee or daily business of an agency.
  - 2. The event conflicts with the time, place, manner, or duration of other events for which permits have been issued or are pending.
  - 3. The event creates a risk of injury or illness to persons, or risk of danger to property.
  - 4. The Applicant or Permit fails to comply with the requirements of this Handbook.
- E. The Director or designee may suspend or revoke a permit for failure to comply with these requirements, permit conditions, or other applicable laws.
- F. If the Director or his designee finds that public health, safety, or welfare imperatively requires emergency action, and incorporates a finding to that effect in the order, the Director may summarily suspend a permit pending proceedings for revocation or other action, based on the circumstances of the emergency.

## Risk Management

- A. The Director or designee may take one or more of the following actions to the extent it is necessary and in the best interests of the state:
  - 1. Impose conditions on the conduct of the event in the permit.
  - 2. Require the Applicant to post a deposit against damage and clean-up expense.
  - 3. Require the Applicant to carry specific insurance and provide the certificate of insurance.
  - 4. Require the Applicant to provide medical, sanitary, and security services.
- B. The Director or designee shall consider all of the following criteria to determine whether one or more of the actions above are necessary and in the best interest of the state:
  - 1. Previous experience with similar Solicitations or Special Events;
  - 2. Deposits required for similar events in Arizona;
  - 3. Risk data; and Medical, sanitary, and security services required for similar events in Arizona, and the cost of those services.

- C. The Department shall not provide insurance or guarantee against damage to equipment or personal property of any person using state buildings or grounds.
- D. If the Director or designee requires insurance for a solicitation or special event, the Applicant shall provide an endorsement which specifically identifies the State of Arizona and the Department of Administration as additional insured entities.
- E. The Applicant is liable to the state for any injury done to its property and for any expense arising out of the Applicant's use of state buildings or grounds.

## **SECTION 2 ALCOHOL BEVERAGE CONTROL**

### **Special Events Liquor Permit/Extension of Premise Liquor Permit**

**Alcoholic beverages are strictly prohibited on ADOA GSD managed property, pursuant to A.A.C R2-11-102.**

**A copy of your liquor permit will be required by the Office of Special Events if alcoholic beverages will be consumed on adjacent City of Phoenix or Legislative Council properties in conjunction with an event being held on ADOA managed properties.**

**The Office of Special Events may require additional security and/or insurance requirements if alcohol will be present on adjacent properties.**

## **SECTION 3 STREET CLOSURES AND RESTRICTIONS**

An Applicant who wants to host an event that will involve closing a public right-of-way or a state-maintained right-of-way (street, sidewalk, or alley) must request permission from the applicable City's Transportation office. In addition, ADOT will require an application for an Encroachment Permit if freeway ramps or right-of ways are closed.

City of Phoenix: [www.phoenix.gov/specialevents](http://www.phoenix.gov/specialevents)

ADOT: <https://azdot.gov/business/Permits/encroachment-permits>

Street closings and placement of barricades/signage on public streets and right-of-ways must be coordinated with and approved by the appropriate City. If an event requires closure of streets or public right-of-ways, proper barricades and signage are required.

All signage and barricades must comply with the Manual of Uniform Traffic Control Devices. To ensure that Applicants are in compliance, the approved barricade company will be responsible for placement and removal of all barricades and signage before and after an event. Should a private barricade company do the barricading, the company must submit a traffic control plan. In addition, you must submit a detailed map (see [Section 12 – Site Maps](#)) showing where barricades and signs will be placed at the event.

The ADOA GSD may request that event promoters notify affected businesses and/or residents if an upcoming event will require street closure(s) and/or send a Street Closing press release and camera- ready Site Map to all media at least two weeks prior to an event.

## SECTION 4 CLEAN-UP PLAN

ADOA may request a clean-up plan with your Special Events Application. The clean-up plan must include the following information:

- A drawing or site map of the festival or event area, showing the types and locations of dumpsters and individual trash receptacles;
- The names and contact information of individuals and/or groups responsible for cleaning up during and after the festival or event; and
- The location(s) where all waste, including cooking oils and gray water, will be disposed of in an approved manner.

**NOTE:** *Anyone who disposes of cooking oils, waste or gray water into storm drain sewers or sidewalk openings may be subject to fines and punishments pursuant to State and City Codes.*

If an Applicant fails to clean up a venue adequately or causes damage to ADOA GSD property or facility, the ADOA GSD will bill the Applicant for the cost to clean and repair the damaged property. If this occurs, the ADOA GSD may also deny an application for a future Solicitation and Special Events Permit.

Applicant agrees that the State Capitol Grounds and/or the Wesley Bolin Plaza Property, including all State buildings and parking lots, shall be litter free and policed during the date of the special event. This shall be done according to the Arizona Department of Administration's specifications. The Permittee agrees to an inspection by state representatives of the Sections secured for the special event. Permittee further agrees to accept liability for documented problems and will pay for any damages or costs associated with cleanup identified by state representatives, including ADOA or DPS Capitol Police, which were documented in writing and/or with pictures during the post special event inspection.

Applicants are responsible for prompt cleanup and removal of debris from all ADOA GSD streets, right-of-ways, affected property owners' sidewalks, steps, and alcoves, including after the event tear down is complete. Applicants are responsible for clean-up from when the set up begins until tear down crews have finished and have vacated the park.

## SECTION 5 ELECTRICAL GENERATION

The ADOA GSD does not provide electrical connections or equipment. Applicants are required to provide their own electrical needs through generators.

The use of generators may need to be permitted through the Office of the State Fire Marshal. Contact the Office of the State Fire Marshal to determine applicability of generator permits.

**Office of the State Fire Marshal**  
1110 West Washington  
Phoenix, AZ 85007  
602.364.1003  
<https://www.dfbls.az.gov/ofm.aspx>

## SECTION 6 FIRST AID AND EMERGENCY MEDICAL SERVICES

- Applicant shall provide first aid facilities at the special event;
- Applicant is responsible for providing sufficient emergency medical coverage for patrons attending a particular festival or special event;
- Emergency Medical Services may be required for special events; and
- All incidents involving injury or disturbance of the peace shall be reported to DPS Capitol Police and the Office of Special Events and investigated for cause, and unsafe conditions shall be immediately eliminated.

DPS, Capitol Police: 602-542-4580

ADOA, Office of Special Events Emergency-Line: 602-542-4594

### **Requirements**

For larger events with an attendance over 10,000, an Applicant is responsible for providing the following equipment:

- 20 x 20 Tent
- Large first aid sign on tent exterior
- EVAP cooler or AC (during the months from April to October)
- One portable toilet adjacent to the tent, partitioned off
- Six chairs & two tables
- Three beds with linens
- Ice chest, ice and water (amount of ice and water will vary depending upon weather)
- Interior lighting
- Heaters (may be required in winter season)

The ADOA GSD officials reserve the right to require the producer of a festival or event to provide hydration stations (non-alcoholic beverages) at an outdoor event. The number of hydration stations required will be based on the anticipated size of the event and expected attendance.

If a mass casualty occurs at an event, causing large numbers of event patrons to need medical attention, the producer of the festival or event shall bear the costs of additional personnel and equipment required.

## SECTION 7 FIREWORKS AND PYROTECHNIC DISPLAYS

If a festival or event has been approved to include a “Public Display of Fireworks” or the use of Pyrotechnics or Special Effects before a Proximate Audience, an Applicant must apply for and obtain a Fireworks/Pyrotechnics Permit from the Office of the State Fire Marshal.

### **Office of the State Fire Marshal**

1110 West Washington

Phoenix, AZ 85007

602.364.1003

<https://www.dfbls.az.gov/ofm.aspx>

<https://dfbls.az.gov/fireworks/information.aspx>



Fireworks displays and pyrotechnic special effects must be under the direct supervision of a licensed pyrotechnic operator who is employed by a licensed fireworks/pyrotechnic company along with a Certificate of Insurance. (See [Section 9 – Insurance Requirements](#).)

Each applicant is solely responsible for identifying what is lawful and the requirements of such a display. The state bears no responsibility and is not liable for activities at such a special event, and reserves the right to revoke permits not in conformance with all applicable laws, and in the consideration of public health and safety, and property.

Fireworks and pyrotechnic special effects must comply with Chapter 33 of the 2003 International Fire Code and NFPA standards. Fireworks used by the general public are illegal in the State of Arizona. To obtain an application or further information, contact:

## **SECTION 8 HEALTH PERMITS**

If food or drink (other than pre-packaged) will be served at a festival or event, Applicants must obtain a Health Permit from the Environmental Health Division of the Maricopa County Environmental Services Department.

The Maricopa County Environmental Services Department is the regulatory authority that issues permits for food and beverage concessions at special events. It is the County's responsibility to regulate the food sold at these events. If food or drink is not prepared and handled in a sanitary manner, the public's health may be at risk.

### **Requirements:**

In order to sell or give away any food or beverage product at an event, you are required to have or apply to Maricopa County Environmental Services for a permit and pay an associated permit fee. There may be additional permitting requirements from the Maricopa County Environmental Services Department.

- Only those vendors selling bottled water or canned soda (unopened, from an approved source) are exempt from obtaining a permit. All other Vendor(s)/Contractor(s), regardless of product, are required to obtain a permit and pay the required fee per booth.

**Note:** It is the Applicant's responsibility to read over the guidelines to determine whether or not a health permit is required for any food vendors at their event. If you are not in compliance with Maricopa County Environmental Services Guidelines, it should be noted that a health inspector **could shut down your food operation on the day of the event.**

For questions or requests for additional information, contact:

**Maricopa County Environmental Services  
Department Environmental Health Permitting  
Services Program  
1001 N. Central Avenue, Suite 300 Phoenix, AZ  
85004 Phone: 602.506.6978  
Fax: 602.506.6862**

Applications and guidelines can be downloaded at:

<http://maricopa.gov/EnvSvc/EnvHealth/SpecialEvents/Default.aspx>

There may also be additional permitting requirements from the Office of the State Fire Marshal.

## **SECTION 9 INDEMNIFICATION AND INSURANCE REQUIREMENTS**

The ADOA GSD has established indemnification and insurance requirements for those Applicants, facility users, and their Vendor(s)/Contractor(s), obtaining a permit for the purpose of solicitations, special events, and activities.

An Applicant must comply with the insurance requirements to be able to obtain a Solicitation and Special Events Permit. A Permit will not be issued until all insurance requirements are satisfactorily met.

The Office of Special Events a minimum of five (5) working days prior to the event must receive complete and accurate Certificates of Insurance meeting the state's minimum requirements.

With reasonable notice to Applicants, the ADOA GSD reserves the right to require insurance of Applicants and/or Vendor(s)/Contractor(s) for activities other than those specifically mentioned, or to increase the minimum acceptable limits of liability.

Approval of insurance by the ADOA GSD does not in any way relieve or decrease the insurance liability of an Applicant or vendor. The ADOA GSD does not represent that the specified limits of liability, coverage, or policy forms are sufficient or adequate to protect the interest or liabilities of the Applicant or vendor.

**All special event Applicants shall name the State of Arizona as an “Additional Insured,”** on all policy(ies), except workers’ compensation, and shall reflect this on a separate endorsement.

Applicant agrees that any insurance available to the Applicant shall be primary and non-contributory to the State’s self-insured retention.

All Vendor(s)/Contractor(s) must comply with insurance requirements. Applicant is responsible for ensuring Vendor(s)/Contractor(s) have insurance as required or shall cover the Vendor(s)/Contractor(s) under the Applicant’s insurance policy. Applicant shall be responsible for obtaining and maintaining Certificates of Insurance and endorsements which are subject to audit by the State of Arizona.

Separate Certificates of Insurance with the limits stated in the insurance requirements, unless covered under the Applicants insurance, shall be provided for carnival and amusement companies, medical providers, aviation, and firework production companies. Endorsements shall name the State of Arizona as “Additional Insured.”

Additional coverage may be required depending upon the nature and scope of the event. For more information or questions regarding insurance requirements, please contact the ADOA GSD at 602.542.0034.

The ADOA GSD in consultation with the ADOA RMD (Risk Management Division) reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all indemnification and, if applicable, insurance requirements are satisfactorily met.

Applicant is to provide a copy of the insurance requirements to their insurance agent or broker.

Include indemnification and insurance requirements in your agreements with your Vendor(s)/Contractor(s).

Indemnification and insurance included in this Handbook are for reference only. Applicant will be required to meet the insurance requirements and sign the applicable indemnification statement in the application.

## Indemnification

**PROFIT / NON-PROFIT** Applicant shall defend, indemnify, and hold harmless the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Applicant or any of its owners, officers, directors, agents, employees or vendors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Applicant to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Applicant from and against any and all claims. It is agreed that the Applicant will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Applicant agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Applicant for the State of Arizona.

OR

**PUBLIC ENTITY** Each party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officer, officials, agents, employees, or volunteers.

OR

**STATE OF ARIZONA** There is no indemnification/hold harmless requirement for a State of Arizona Department, Agency, Board, Commission, or University.

## Insurance Requirements

To the extent allowed by law, Applicant and Vendor(s)/Contractor(s) shall procure and maintain, until all of their obligations, including any warranty periods under this Permit are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the Special Event by the Applicant, his agents, representatives, employees, contactors, or vendors.

The *insurance requirements* below are minimum requirements and in no way limit the indemnity covenants contained in the Permit. The State of Arizona in no way warrants that the minimum limits required in the Permit are sufficient to protect the Applicant from liabilities that might arise out of the activities of the Applicant, its agents, representatives, employees, or vendors, and Applicant is free to purchase additional insurance.

The Office of Special Events reserves the right to increase the minimum limits below based on the type of event and/or the number of participants.

**MINIMUM SCOPE AND LIMITS OF INSURANCE:** Applicant shall provide coverage with minimum limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury, and broad form contractual liability.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000
- Damage to Rented Premise \$50,000

- a. The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Applicant.
- b. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Applicant.

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance in the Permit.

Combined Single Limit (CSL) \$1,000,000

- a. Policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers,

officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by, or on behalf of, the Applicant involving automobiles owned, hired and/or non-owned by the Applicant.

- b. Policy shall contain a waiver of subrogation endorsement as required by this written agreement in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Applicant.

**3. Workers' Compensation and Employers' Liability - Workers' Compensation coverage will be required if the Applicant has employee(s) working at the special event and/or Vendor(s)/Contractor(s) have employee(s) working at the special event. (Workers' Compensation is not required if there are no employees.)**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$1,000,000
Disease - Each Employee	\$1,000,000
Disease - Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Applicant.
- b. This requirement shall not apply to each Applicant or vendor exempt under Arizona Revised Statutes (A.R.S.) § 23-901, AND when such Applicant or Vendor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

**The following are additional Insurance that will be required if Applicant is having Vendor(s)/Contractor(s) provide any of the following. Copies of Certificates of Insurance and Endorsements will need to be provided to ADOA-GSD for these Vendor(s)/Contractor(s).**

**Fireworks Production** - Minimum of \$10,000,000 Liability coverage for the firework vendor. Vendor is required to provide all insurance coverage's as stated in A. 1 through 3 above.

**Carnival/Amusement Rides** - Minimum of \$5,000,000 Liability coverage. Vendor is required to provide all insurance coverage's as stated in A. 1 through 3 above.

**Races or Events** - More than 1,000 participants and spectators will require a minimum of \$5,000,000 General Liability coverage in addition to the stated requirements in A. 1 through 3 above.

**Aviation** - If aircraft are being used during the event, insurance requirements will be specified once application has been reviewed.

**Medical Vendors** - If Applicant is required to have EMT's or medical professionals at the event, Applicant will be required to have Applicant's vendor provide Medical Malpractice coverage. Insurance requirements will be specified once application has been reviewed.

- B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

The Applicant's policies shall stipulate that the insurance afforded the Applicant shall be primary insurance and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).

- C. Insurance provided by the Applicant shall not limit the Applicant's liability assumed under the indemnification provisions of the Permit.
- D. **NOTICE OF CANCELLATION:** Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the State of Arizona. Within two (2) business days of receipt, Contractor must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the Department and shall be mailed, emailed, hand delivered or sent by facsimile transmission to **Arizona Department of Administration, General Services Division - Attention Office of Special Events.**
- E. **ACCEPTABILITY OF INSURERS:** Applicant's insurance shall be placed with companies duly licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Applicant from potential insurer insolvency.
- F. **VERIFICATION OF COVERAGE:** Applicant shall furnish the State of Arizona with Certificates of Insurance (ACORD form or equivalent approved by the State of Arizona) evidencing that Contractor has the insurance as required by this Contract. An authorized representative of the insurer shall sign the certificates.  
 All certificates and endorsements are to be received and approved by the State of Arizona before Permit will be issued. The State's receipt of any certificates of insurance or policy endorsements that do not comply with this written agreement shall not waive or otherwise affect the requirements of this agreement. Each insurance policy required must be in effect at or prior to the event and remain in effect for the duration of the event. Failure to maintain the insurance policies as required, or to provide evidence of renewal, is a material breach of Permit.  
 All certificates shall be sent directly to **Arizona Department of Administration, General Services Division - Attention: Office of Special Events.** The Solicitation or Special Event description, specific date(s) to include set up and take down, and location(s) of the event shall be noted on the Certificate of Insurance.  
 The State of Arizona reserves the right to require complete copies of all insurance policies required by the Permit at any time.
- G. **VENDOR(S)/CONTRACTOR(S) INSURANCE REQUIREMENTS:** Applicant shall require its Vendor(s)/Contractor(s) to complete an agreement and require Vendor(s)/Contractor(s) to provide insurance as stated in application. Applicant shall be responsible for ensuring and/or verifying that all Vendor(s)/Contractor(s) have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each Vendor(s)/Contractor(s) . Certificates of Insurance and endorsements are subject to audit by the State of Arizona.  
 State of Arizona shall not be obligated, however, to review such policies and/or endorsements or to advise the Applicant of any deficiencies in such policies and endorsements, and such receipt shall not relieve the Applicant from, or be deemed a waiver of the State of Arizona's right to insist on strict fulfillment of the Applicant's and its Vendor(s)'/Contractor(s)' obligations under the Permit.
- H. **APPROVAL:** The Office of Special Events in consultation with the Department of Administration, RMD, reserves the right to review, make modifications or variation from the *insurance requirements of the Permit as deemed necessary. Such action will not require a formal Permit amendment, but may be made by administrative action.*

- I. **EXCEPTIONS:** In the event the Applicant is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the Applicant is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

## **SECTION 10 SECURITY**

It is the responsibility of an Applicant to provide adequate security for an event. The type and location of the event, presence of alcoholic beverages, crowd size, and other factors will determine the amount of security required.

After reviewing the event application, the ADOA GSD may require an Applicant to provide private security or hire off-duty DPS police officers.

### **Requirements for private security company**

If Applicant will be using a private security company for the event, the ADOA GSD only allows security companies that are licensed and bonded in the State of Arizona.

## **SECTION 11 SIGNS, COURSE MARKINGS, AND BANNERS**

### **Sign Requirements**

Applicants wanting to advertise their event by displaying signage prior and/or during their event must follow the guidelines listed below:

1. Signage can only be displayed on-site during the time frames established in the Permit;
2. Signage must be displayed within the boundaries of the event;
3. Signage must be free-standing (no staking is permissible);
4. Signage content must be non-discriminatory and is subject to ADOA GSD approval; and
5. All signage must be removed from the venue immediately after event is over.

### **Approved Course Markings**

Approved course markings are only permitted after review and approval of ADOA GSD. Applicants wanting to mark the sidewalk or asphalt for their event must follow the guidelines listed below:

- Paint: only white, water-based turf marking paint is permissible.
- Chalk: only lining chalk or marking gypsum is permissible.

Most hardware and home improvement stores carry these products.

### **Banners**

Applicants wanting to display banners on light poles or on public right-of-ways must request that of ADOA GSD and/or contact the applicable City.

All signs and banners must be installed in accordance with all applicable rules and regulations. Signs and banners may not be installed in any way that will obstruct public streets and sidewalks.

## SECTION 12 SITE MAPS

Anyone planning to host an event must include a Site Map of the event, and attach it to the Solicitation and Special Events Permit Application before submitting it to the Special Events Office.

A Site Map should define the event area and include all of the following features and information, if applicable:

- All affected streets, alleys and right-of-ways, including those that will be closed;
  - Alternate routes for traffic and buses, if streets are going to be closed;
  - Location of all barricades that will be used;
  - Location of all tents and temporary structures that will be erected (inflatables, small carnival games, etc.);
  - Location of all Vendor(s)/Contractor(s) – fixed and mobile;
  - Sources of electrical supply and service such as portable generators;
  - Location of all dumpsters and trash receptacles;
  - Location and layout of tables, chairs, picnic tables, etc. that will be used;
  - Location of any stages that will be used or placed;
  - Entrances and exits;
  - Designated parking areas, including ADA accessible spaces;
  - Portable restroom facilities (State restroom facilities are not available for event purposes);
  - Signage and banners that will be hung or installed.
- Please note: Fire lanes must be kept open at all times to allow fire trucks to respond to an emergency.

## SECTION 13 TENTS AND TEMPORARY STRUCTURES

If an event is requesting approval to have tents or canopies erected, an accurate, detailed site plan (plans which are not legible will be rejected) is required to be submitted with application.

If approved, this information is also required to be submitted to the Office of the State Fire Marshal at least 10 working days before the tent/canopy is to be erected as a permit may be required by the State Fire Marshal for the erection of a tent/canopy/ temporary structure.

Erection of tents and canopies shall conform to manufacturer's recommendations for anchoring and safety requirements. Additional permitting may be required from the fire authority having jurisdiction.

All permitted tents and canopies must meet the requirements of Chapter 24 of the 2003 International Fire Code and require approval from the Office of the State Fire Marshal.

Office of the State Fire Marshal  
1110 West Washington  
Phoenix, AZ 85007  
602.364.1003  
<https://www.dfbis.az.gov/ofm.aspx>



Fire lanes must be kept open at all times to allow fire trucks to respond to an emergency.

Listed below are minimum requirements for food vendors using cooking appliances.

**Food Booth Requirements:**

- All tents and canopies, regardless of size, that involve the use of cooking equipment shall require a permit from the Office of the State Fire Marshal.

**Office of the State Fire Marshal**

1110 West Washington

Phoenix, AZ 85007

602.364.1003

<https://www.dfbls.az.gov/ofm.aspx>

- All tents that will involve cooking are required to have a fire extinguisher with current service tags.
- Food booths with deep fryers are required to have Class K fire extinguishers with current service tags.

**SECTION 14 VENDING – TAX AND LICENSING**

If public property, including public streets and right-of-ways, will be used to vend products, food, or drinks at an event, a **Privilege Tax and License Permit** may be required from the applicable City. Please check with the City.

**SECTION 15 ADA COMPLIANCE**

Applicant is responsible for ensuring that events meet applicable American’s with Disabilities Act (ADA) standards. Responsibilities may be different for each event depending on the location, size of the event, and the activities presented.

**Portable Restroom Facilities**

ADA standards require a minimum of 5% of all restroom facilities be fully accessible, whether temporary or permanent.

## SECTION 17 SPECIAL EVENTS CHECKLIST

### Prior to Hosting a Special Event

- Request a Solicitation and Special Events Permit Application package and a copy of the Handbook for hosting events.
- Check availability of a venue.
- Request venue date by preparing/submitting a Solicitation and Special Events Permit Application to the Office of Special Events.
- Obtain all appropriate insurance for your Solicitation-Special Event. Certificates of insurance required from Applicants, fireworks and pyrotechnics vendors, food and alcohol vendors, carnival ride and inflatable operators, etc. must be submitted to ADOA General Services Division at least 3 days prior to the event. (See Section 9 Insurance Requirements.)
- Prepare applications for all other permits and licenses required for your particular event:
  - Liquor License(s) - If you plan to serve or sell alcoholic beverages on adjacent property in conjunction with your event on ADOA Managed property, you must submit a copy an Extension of Liquor Premises to the Office of Special Events, along with the required Certificate of Insurance.
  - Health Permit - If you plan to serve or sell food or drinks at your event (other than prepackaged), you must submit an application for a Health Permit to the Maricopa County Environmental Services Department. (See [Section 8 Health Permits.](#))
  - Fireworks/Pyrotechnics Permit - If you plan to have fireworks or pyrotechnic displays at your event, you must submit an application for a Fireworks/Pyrotechnics Permit to the Office of the State Fire Marshal. (See [Section 7 Fireworks & Pyrotechnic Displays.](#))
  - Tent and Canopies - If you plan to erect a tent or temporary structure over 800 square feet in size or canopy over 1200 square feet, you must submit a Tent/Canopy Permit form to the Office of the State Fire Marshal. (See [Section 13 Tents & Temporary Structures.](#))
- Street Closing - If you need to close streets you must request permission from ADOA GSD and the applicable City.